

CASHIER

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services (formerly Family Independence Agency)
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
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Distribution Date: March 11, 2015

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION:

CASHIER

LOCATION:

Pines Convenience Center
Baraga, Michigan

SUPERVISORY CONTROL:

Pines Convenience Center Manager

SALARY:

Grade 3 = minimum starting wage \$9.80/hour

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans (DD214).

QUALIFICATIONS:

- Must be at least 18 years of age **AND** have high school diploma or GED.
- Must be responsible and reliable.
- Must be able to lift up to 50 pounds unassisted, stand for long periods of time, and endure repetitive movement.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and pre-employment physical.

DUTIES AND RESPONSIBILITIES:

1. Monitors 16 busy gas pumps plus diesel and off-road pumps, collects payments.
2. Counts money in cash drawer at beginning of work shift.
3. Runs point of sale cash registers.
4. Operates cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax and rebates on monitor screen.
5. Collects cash, check or charge payment from customer and makes change for cash transactions. Cashes checks, and issues receipts or tickets to customers.
6. Issues gift cards to customers for purchase.
7. Processes all credit card and gift card transactions, house charge accounts.

8. Scans vendor deliveries on handheld device and matches to invoice for accuracy.
9. Verifies payments on validating machine for accuracy.
10. Weekend shift required to count and deposit daily monies.
11. Processes T-Check and Com Data transactions for truckers.
12. Accepts payment from House Charge customers.
13. Stocks shelves and coolers with product upon delivery. Regularly required to lift up to 50 pounds to accomplish task.
14. Fills coolers, cigarette shelves and coffee bar items (creamers, sweetener, and beverage machines), etc.
15. Sweeps, mops floors; cleans restrooms; some snow shoveling during winter weather; empties trash receptacles.
16. Obtains Underground Tank Safety Procedure Certification (needed in case of emergencies, spills, etc). Certification is mandatory.
17. Cleans restrooms and coffee bar area.
18. Contacts gas provider/hauler if product is low.
19. Counts returnable cans and bottles; makes reimbursement to customer.
20. Empties garbage receptacles inside and outside.
21. Sweeps, mops floors; some snow shoveling during winter weathers.
22. Other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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